Instructions for Formatting Comma Delimited with Headers School Account Statement (SAS) Files in Microsoft Excel

Attachment to April 2017 Announcement

Note: School Account Statement (SAS) files contain personally identifiable information (PII). Federal law requires that the confidentiality of data that contain information about individuals (i.e., PII) must be protected. Anyone who will have access to the information must understand the importance of protecting the confidentiality of the information, be cognizant of the requirements of the law, and monitor the confidentiality of PII in their daily activities. Steps must be taken to ensure that data are handled in such a way as to avoid disclosure of PII.

Once you've saved your SAS files, you are ready to begin the process of formatting comma delimited SAS files in excel. Please follow the steps below:

1. Open Microsoft Excel.

2. From the File menu, select Open.

3. From the Open dialog box, navigate to where the SAS files are saved.

4. Select the Files of Type drop-down menu at the bottom right corner of the Open dialog box. Choose All Files (*.*). A school should now be able to view a list of all files in the folder chosen.

5. Choose the SAS file you wish to format. A school can identify the latest report based on either the file modified date or by choosing the highest number file extension. A school can differentiate between the SAS files by identifying the message classes which are in the table below:

Message Class	Batch ID	Data Description
DSDDYYOP	AS	Direct Loan School Account Statement (Comma-Delimited with Headers, Disbursement Level Loan Detail)
DSLDYYOP	AS	Direct Loan School Account Statement (Comma-Delimited with Headers, Loan Level Loan Detail)
DSMHYYOP	AS	Direct Loan School Account Statement Disbursement Detail on Demand (Month-to-Date, Comma Delimited with Headers)
DSYHYYOP	AS	Direct Loan School Account Statement Disbursement Detail on Demand (Year-to-Date, Comma Delimited with Headers)
DSRHYYOP	AS	Direct Loan School Account Statement Disbursement Detail on Demand (Date Range, Comma Delimited with Headers)
PGSMYYOP	PD	Pell Grant School Account Statement (Monthly Disbursement Level Detail)
PGSYYYOP	PW	Pell Grant School Account Statement (Year-to-Date Disbursement Level Detail)

PGSAYYOP	PL	Pell Grant School Account Statement (Year-to-Date Award Level Disbursement Summary)
PSOMYYOP	PB	Pell Grant School Account Statement Disbursement Detail on Demand (Month-to-Date)

Message Class	Batch ID	Data Description
PSOYYYOP	PF	Pell Grant School Account Statement Disbursement Detail on Demand (Year-to-Date)
PSORYYOP	PH	Pell Grant School Account Statement Disbursement Detail on Demand (Date Range)
THSMYYOP	TS	TEACH Grant School Account Statement (Monthly)
THSYYYOP	TW	TEACH Grant School Account Statement (Year-to-Date)
TSOMYYOP	TS	TEACH Grant School Account Statement Disbursement Detail on Demand (Month-to-Date, Comma Delimited)
TSOYYYOP	TW	TEACH School Account Statement Disbursement Detail on Demand (Year-to-Date, Comma Delimited)
TSORYYOP	TC	TEACH School Account Statement Disbursement Detail on Demand (Date Range, Comma Delimited)

6. Select Open.

7. From the Text Import Wizard Dialog, under Original Data Type, choose Delimited. Select Next.

8. Under Delimiters, select the checkbox next to Comma. Select Finish.

After completing these instructions, a school will be able to view the SAS data in a spreadsheet in Microsoft Excel.

Note: Microsoft Excel automatically removes leading zeroes (0) when importing numerical fields. You can reformat this data manually in Excel using the "Format Cell" function (use Excel Help for additional information) or consult with your school's Information Technology staff for further assistance.